

**Virginia Department for the Aging
National Performance Report and Medigap Enforcement System
Standard User Security Access Agreement**

As a “Standard” user of the National Performance Report and Medigap Enforcement System (NPRMES) developed by the Virginia Department for the Aging (VDA), I understand and agree to abide by the following terms and conditions that govern my access and use.

As a “Standard” user, I acknowledge my ability to create, edit, delete, and run reports on client contact records hosted on the NPRMES software system.

I will not share nor disclose user logon ID or password. User logon IDs will be at least 6 characters in length and can be a maximum of 17 characters. I agree to change passwords immediately if they are compromised for any reason. I will not incorporate passwords into any signon software making logon convenient but unsecure. Password lengths will be a minimum 6 characters with at least one special character (~!@#%&^&*()_+) in positions 2 thru 5 and a maximum 17 characters. I will enforce these rules when changing user passwords.

I will not disclose any confidential data to unauthorized persons. I will abide by all applicable Federal, Commonwealth of Virginia and VDA policies which relate to the security of this system and the data within.

By signing this form, I understand and agree to the terms and conditions. I further acknowledge that any infraction may result in, but not limited to termination of privileges.

Contractor Name: _____

Users Name: _____
(Last) (First) (Middle Initial)

Users Email:

Users Phone: ()

Users Signature: _____ **Date:** _____

Administrators Signature: _____ **Date:** _____

This form should be kept on file by your local NPRMES Administrator

Revised 04/09/2004